



Specific Use Permit Checklist

Incomplete submissions will NOT be accepted

For Office Use
Case No. _____

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Application fees in the form of a check made payable to City of Garden Ridge
- 3 Copies of a Site Plan prepared in accordance with this checklist
- Metes and Bounds Description (field notes) - on 8 ½" by 11" paper including surveyor seal and signature.
- Certified Copy of a Tax Certificate showing no taxes owed (if taxes are owed submit Tax Receipts with the Certificate showing a zero balance owed)
- Letter of Intent (see letter of intent requirements below)
- Traffic impact analysis determination form (traffic impact analysis if required by determination form)
- Agent authorization letter (if required)
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on CD or USB drive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Garden Ridge
Attn: City Administration
9400 Municipal Parkway
Garden Ridge, TX 78266
(210) 651-6632
Administrator@ci.garden-ridge.tx.us

Letter of Intent Requirements

The letter of intent is a narrative to describe the specific use permit request and generally should contain the following (some items may only be applicable for new development proposals):

- Describe in detail the location of the property (including distance from nearest intersection). Additionally, include the County Appraisal District property identification no. and address when available.
- Define acreage of subject property and current zoning district
- General description of the proposed development
- Specify proposed land uses with specific operations defined.
- Specify if the proposed development will be developed in phases.
- Detail any special considerations.
- Any additional information from the owner/applicant to thoroughly describe the request.
- The letter of intent must provide the signature and contact information of the owner or applicant.

SUP Site Plan Technical Requirements

Use the following technical checklist in preparing a SUP site plan:

Applicant	SUP Site Plan Technical Requirements <i>**Do not leave any items unchecked**</i>	
<input type="checkbox"/>	1)	Location / vicinity map with north arrow and scale and showing all adjacent arterial or collector roadways and City and County limits where applicable
<input type="checkbox"/>	2)	Surveyed property with bearings and distances
<input type="checkbox"/>	3)	Title block placed in the lower right corner, containing proposed subdivision name, complete legal description including survey name and abstract number, acreage, city, county, and preparation date
<input type="checkbox"/>	4)	Graphic and written scale, appropriate for level of detail
<input type="checkbox"/>	5)	North arrow
<input type="checkbox"/>	6)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	7)	Location of City limits boundary and/or County boundary if they traverse the property, form part of the boundary of the property or are contiguous to such boundary
<input type="checkbox"/>	8)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements and any proposed street names
<input type="checkbox"/>	9)	Location of significant manmade features, including railroads, buildings, utilities, or physical features
<input type="checkbox"/>	10)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
<input type="checkbox"/>	11)	Existing and proposed improvements to the property (buildings/structures, paving, parking lots, driveways, landscaped areas, buffers and screening, etc.)
<input type="checkbox"/>	12)	Show the location of adjacent residences and buildings
<input type="checkbox"/>	13)	Show the location and area coverage of outdoor lighting
<input type="checkbox"/>	14)	Show building setbacks
<input type="checkbox"/>	15)	Provide the location and sizes of proposed water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows.
<input type="checkbox"/>	16)	Street access to property, width of proposed ingress/egress, street names, intersection, centerline and ultimate right of way dimensions
<input type="checkbox"/>	17)	Owner's name, current land use, zoning and recording information of adjacent properties
<input type="checkbox"/>	18)	Any additional information as required to clarify the proposal

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____